

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**UNEMPLOYMENT INSURANCE SPECIALIST I, SR-16**

**Oahu**

**Salary: \$3,002 Monthly**

**Recruitment # 13-002**

**Opening Date: October 1, 2012**

**Closing Date: October 22, 2012**

**DUTIES SUMMARY**

Receive formal and on-the-job training and assist in a trainee capacity in activities relating to the various State and Federal unemployment insurance benefit programs; work under the close supervision of a higher level unemployment insurance specialist and receive detailed instructions and close review with each assignment; and perform other related duties as assigned.

A trainee is expected to handle relatively simple cases involving issues which are resolved through interviews with claimants, and employers are not adversaries to the issues. Such cases involve chargeability of benefits to employers' reserve accounts, registration and reporting requirements, and refusal of job offers.

**MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve (12) months of experience at 20 hours/week is equivalent to six (6) months of experience, not one (1) year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve (12) months of experience at 60 hours/week is equivalent to one (1) year of experience, not one and a half (1 ½) years.

**To qualify, you must meet all of the following requirements:**

**Education:** Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

**Specialized Experience:** None for **Level I**

Professional experience which involved the application of unemployment laws, rules and regulations. Such experience may be gained by active participation in the examination and adjudication of unemployment insurance claims, in the investigation of unemployment compensation claims, or in the examination of financial records to insure conformance with Federal or State unemployment insurance laws.

**APPLICATION MAY BE OBTAINED FROM:**  
**[www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)**

**or**

**Department of Labor and Industrial Relations  
Princess Ruth Keelikolani Building  
830 Punchbowl Street, Room 415  
Honolulu, Hawaii 96813**

**Recruitment Hours: Mondays thru Fridays 8:00am – 4:00pm**  
**Closed on State Observed Holidays**

**Submit completed Application and Supplemental Questionnaire to**  
Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415,  
Honolulu, Hawaii 96813.

Mailed applications must be postmarked by midnight of closing date.

**UNEMPLOYMENT INSURANCE SPECIALIST I – Oahu**  
**Supplemental Questionnaire - Submit with Application**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please **do not** submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted.

Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

To receive credit for substitute, on call or volunteer experience, applicants should submit an official letter of verification. The letter should include the job title, employment dates, number of hours worked, a description of the duties performed, and a contact name and phone number.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.



I acknowledge I have read and understand the above information.

Click to print application: [DLIR APPLICATION](#)

May we send your eligibility determination letter by email?



YES

email address: \_\_\_\_\_



NO

Prefer hard copy by mail.

**Unemployment Insurance Specialist I – Oahu, 13-002**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*An Equal Opportunity Employer*

Name: **2. EDUCATION REQUIREMENT**

Do you possess a bachelor's degree from an accredited four (4) year college or university?

☐ Yes ☐ No

**If Yes**, you must submit a copy of your degree or a copy of an official transcript as verification.

**3. SUBSTITUTION OF EXPERIENCE FOR REQUIRED EDUCATION**

Applicants who do not possess the required bachelor's degree may substitute appropriate administrative, professional, technical, analytical or investigative work experience as described on the job announcement.

**If you would like us to consider appropriate experience in lieu of the required education, provide the following information.**

**A.** Employer, your job title, dates of employment, and number of hours worked per week.

**B.** Describe this employer, the products or services provided, and clientele served.

**C.** What was the **primary** function of your position? What were your **major** duties and responsibilities?

**D.** Describe your experience, as they demonstrate your ability in each of the following areas. Be sure to describe your specific role, the steps you took, and provide relevant examples.

1. Read, analyze, and interpret complex written material. What kind of material did you work with? For what purpose? What steps did you take in your analysis? What was involved in the interpretation?
2. Gather and evaluate pertinent facts and information. What kind of information did you work with? For what purpose? What did you do with this information?
3. Solve complex problems. What kinds of problems did you solve? What steps did you take? Who did this involve?
4. Write clear and comprehensive reports. What kind of reports? What were the reports used for? How often did you do this? What happened as a result of your reports?

**E.** How did your responsibilities and authority differ from those of your supervisor?

**4. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider?

☐ Yes ☐ No

**If Yes**, attach to your application.

Name: \_\_\_\_\_

5. Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application. **Note: You must re-submit supporting documents to DLIR if they were submitted to the:**

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations.
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813.

**6. How did you find out about this position?** (optional)

- ☐ Department of Labor and Industrial Relations website
- ☐ HireNet Hawaii
- ☐ University website
- ☐ University of Hawaii
- ☐ Chaminade University
- ☐ Hawaii Pacific University
- ☐ Referred by a family, friend, acquaintance, etc.
- ☐ Other: \_\_\_\_\_

**\*\*\*SUBMIT SUPPLEMENTAL QUESTIONNAIRE WITH DLIR APPLICATION\*\*\***